

PRESTON COUNTY SCHOOLS  
731 Preston Drive, Kingwood, West Virginia 26537  
Notice of Vacancy  
2017-2018 School Year

**Pending Preston County Board of Education Approval**

Posting Date:	July 14, 2017	Closing Date:	July 20, 2017
Title:	School Improvement Specialist	Budget Source:	Federal Programs/State Aid
Salary:	Based on degree/experience	Supervisors:	Federal Program Director/ Curriculum Director/Principal
Location:	County		
Certification:	Valid West Virginia Teaching Certification		

Employment Term: 2017-2018 school term

Application Process: Submit a letter of interest, a bid sheet, a copy of current certification, and a resume to the personnel office either by mail or fax (304-329-0720) by 4:00 pm on the closing date.

Minimum Qualifications:

- 1) Bachelor's Degree required; Master's Degree preferred
- 2) 5 years of teaching experience required
- 3) Have or be eligible for appropriate certification for the position subject(s) and grade level(s) as required in West Virginia Policy 5202;
- 4) Clearance of any criminal convictions as listed in House Bill 146;
- 5) Successfully carry out the responsibilities of the position.
- 6) Applicants who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- 7) Successful past evaluations;
- 8) Positive references concerning past work performance;
- 9) Completion of successful interview.

Responsibilities:

- 1) Providing assistance to teachers in developing effective teaching strategies;
- 2) Providing model lessons for teachers;
- 3) Monitoring teaching practices;
- 4) Assisting teachers in securing resources for carrying out school improvement plans;
- 5) Facilitating continuous assessment of student progress;
- 6) Facilitating on-site professional development sessions;
- 7) Promoting technology integration into the curriculum;
- 8) Serving as the liaison between the local schools and district support staff.

Performance Criteria:

- 1) Provides model lessons for teachers in academic areas for the purpose of identifying effective instructional practices
- 2) Provides assistance to teachers in the implementation of the instructional components of the curriculum
- 3) Plans, models and co-teaches effective lessons in the classroom
- 4) Debriefs with and coaches teachers with the goal of improving teacher practice and student learning. Build capacity among the teachers by improving instructional practices and subsequently effective student learning.
- 5) Works with teachers to improve classroom management and climate through the implementation of effective instructional methods
- 6) Works with teachers and students to provide instructional supports within classrooms
- 7) Assist with the management and organization of centers/groups of students within general education classrooms to support classroom instructional time
- 8) Plans, conducts, implements, and evaluates school-wide activities related to instructional support.

- 9) Works closely with the principal in planning, implementing, and assessing reform efforts at the school for the purpose of creating a learning environment that supports academic achievement
- 10) Provides a link between local school staff and district support staff in areas related to instruction and curriculum.
- 11) Faithful attendance and punctuality are required
- 12) Maintains relationships with colleagues that are characterized by mutual support, respect, and cooperation.
- 13) Possesses Excellent written and oral communication skills
- 14) Uses professionalism and approaches others in a tactful and positive manner
- 15) Possesses excellent interpersonal skills to maintain confidentiality and creates and maintains a positive and conducive work environment
- 16) Understands and can implement technology into lessons to support the curriculum being taught
- 17) Possesses ability to present to a group of staff members efficiently and effectively.

*Equal Employment Opportunity: As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.*